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Approved For Release 2001/08/31 : CIA-RDP80-G-0826R000300140006-2

15 MAR 1965

MEMORANDUM FOR: Deputy Director for Support
SUBJECT : Current Interest Items

1. Retiree Placement

a. Ad Hoc Retiree Placement Committee: This Committee held its first meeting on 9 March. They were briefed on the work already done in the retiree placement area by the Chief, PRD and our plans for establishing an effective program designed to meet the needs of retirees under either the CIA or the Civil Service systems. Following a vigorous discussion of approaches and techniques, it was apparent that clearly established procedures were needed for contacting prospective retirees and counselling them.

b. Organization of PRD to Include External Placement: We are proposing the following organizational changes to include all external placement functions in the Personnel Recruitment Division:

(1) Rename PRD to "Personnel Recruitment and Retiree Placement Division."

(2) Establish in PRD a "Retiree Placement Staff" headed by the Division Chief on a dual assignment basis and staffed by two professional Personnel Officers, one primarily responsible for handling retirees under the CIA system and the other for CSR retirees. (The differences in age and employment requirements and prospects for these two groups appear to warrant this specialization.)

(3) Transfer the Outplacement Branch from Personnel Operations Division to PRD and rename it "Employment Referrals Branch." The new EEB would retain all of the functions of the OFB.

(4) Retain the present [REDACTED] and "Field Recruitment Branch" as branches in PRD.

2. Implementation of CIA Retirement Act

a. Regulations: Formal approval has been received from the panel of attorneys, BOB, and the House committee; informal approval has been received from the Senate committee staff but their written concurrence has not been issued. When this technical requirement has been met, the DCI will be in a position to approve and issue [REDACTED]

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b. Appointment of CIA Retirement Board: The Director has appointed the Chairman and Members of the Board -- appointments to take effect when [REDACTED] is approved. Mr. [REDACTED] has been designated Legal Advisor to the Board. The Board convened on Thursday, 11 March and was briefed on some of the background of [REDACTED]

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this legislation and the Board's job. It was agreed that the Board would meet at least weekly for as long as necessary and a regular time was designated, Thursdays at 3 p.m.

- 25X1A9a c. Staffing: [REDACTED] has been designated Executive Secretary to the Board and Chief of a new Retirement Staff which will be responsible for Personnel support to this program. Tentatively, the Staff will include five employees: three professionals, including [REDACTED], one technical personnel assistant, and one clerical. Salary and Wage Division has assisted in the preparation of job descriptions and we are preparing our request to establish the unit on a formal basis.
- 25X1A9a [REDACTED], a generalist Personnel Officer who is currently handling Civil Service Retirement matters, will be second in command in this staff. Employees already on duty have also been selected for the other positions.
- 25X1A9a In addition, [REDACTED] has been detailed from the Plans and Review Staff to assist in the development of forms and procedures and to coordinate the development and application/computer techniques to the program where appropriate. Of course, [REDACTED] is working closely with this group in an advisory capacity.

d. Space: Space on the sixth floor has been assigned and work orders submitted for a necessary partition move, phones, furniture, etc. We expect to occupy this space during the week of 15 March.

e. Procedures: We have worked closely with representatives of the operating components primarily concerned, Finance, and Computer Services on procedures for screening employees now on duty and processing and recording the designation of participants. Machine listings by Career Service are ready for distribution to initiate the screening process for employees age 50 and over with at least 20 years of Federal and ten years of Agency service; also the Career Services will be furnished a report of all overseas service recorded for these individuals. The forms and procedures will be reviewed by the Board at their meeting on 18 March and subject to the extent of any procedural modifications they dictate, the first rosters will be released immediately thereafter.

The Executive Secretary is contacting the Personnel Officers of Career Services which did not participate in the development of procedures to brief them on our plans.

3. Personnel Advisory Board

The PAB is scheduled to meet 19 March to discuss our paper on proposals to give greater importance to the use of the career provisional period and to achieve better understanding on the part of new employees and supervisors of the significance of selection for Career Employee status.

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4. Physical Fitness Room

Alterations to adapt this facility for use by female employees were begun 10 March 1965. We are reconsidering the proposal that the room be opened to female employees for substantially a full-working-day each week to make it available to them for two part-days each week. We believe the latter schedule would be more satisfactory to individuals who want to establish a regular exercise program.

In addition, we are reviewing our proposed announcement to be issued when the room is open to female employees to clarify the reason why they cannot be given more flexible hours for use of the room -- this being simply the use of the washroom facilities by laborer and maintenance personnel during certain periods of the day.

5. "Consanguinity Survey"

As you requested, we have been exploring means of identifying all of the employees in the Agency who have relatives also employed in the Agency. As I mentioned to you, an exhaustive study would be an almost impossible task unless we ask all employees to respond to a survey questionnaire.

However, we believe a reasonably complete and accurate survey of closely-related employees can be made by reviewing the locator roster and comparing the home address and emergency addressee information for employees having the same surname. We are proceeding on this basis at least for an initial report. Perhaps the finding it produces will indicate whether a more searching review would be worthwhile.

6. Employee Activity Association - Membership Drive

The Agency Membership Drive officially begins 15 March. A flyer on the EAA was distributed with paychecks issued on 12 March and an all-employee memorandum signed by General Carter has also been released.

In the pre-campaign solicitation of headquarters supergrade personnel, who each received a memorandum from the Executive Director-Comptroller, we have received 127 responses. Of these, 118 officers subscribed as "sponsors" (\$25 fee) and nine as "patrons" (\$10 fee).

7. Reemployment Rights of Employees Appointed by AID

The Office of General Counsel has confirmed our mandatory obligation to reinstate a former employee who resigned prior to the effective date of his termination under our surplus personnel procedures and accepted appointment at AID without a break-in-service. Because several employees who have left the Agency for reasons relating to their loss of continued usefulness -- but not for unsatisfactory performances or misconduct -- whom we could not effectively use if required to reinstate them, we will explore with General Counsel appropriate legal means of protecting the Agency in such cases. If it is concluded that there is no legal basis for limiting the application of AID's statute regardless of

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the basis for an employee's departure from the Agency, we shall seek administrative methods -- for example, setting the effective date of resignation or termination to provide a break-in-service between the CIA and AID employment.

While only a handful of cases are involved, we believe the principles are significant and shall report further developments to you.

8. Negro JOT's

We recently reviewed an interesting report prepared by the C/JOTP on this subject. Since 1957, eleven Negroes have entered on duty in the program, of these, three are in process, and one (a former Agency employee) was accepted but declined appointment. Of the eleven who entered on duty, ten are still on duty. One, from the 1958 class is a GS-12, three are GS-11's and two are GS-10's.

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9. Special Interest Case - [redacted]

[redacted] was referred to Mr. Kirkpatrick by Mr. Byron Engle, Director of AID's Office of Public Safety. [redacted] had received a permanently disabling injury incurred when he, as AID's Chief Advisor in [redacted] on public safety, was involved in an ambush by guerilla elements. He preferred employment in the [redacted] area where he was already established, having served there from 1955 - 1960 as Executive Director of the Safety Council of the City of [redacted]. WH Division has identified a contract requirement for which [redacted] is well qualified and the Director of Medical Services has authorized a waiver of normal medical standards to permit his employment on a part-time basis.

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[redacted] will be compensated at the rate of \$4.16 per hour and will continue under civil service retirement coverage by reason of the "continuity of service" rule. He will also have staff-type leave benefits.

10. Religious Services

The Lenten schedule of services began on Ash Wednesday. Attendance and offerings have been as follows:

	Attendance		Offering	
	3 March	10 March	3 March	10 March
Catholic Service	750*	175	\$108.14	\$4.12
Protestant Service	415*	183	\$ 91.92	\$60.83

*approximate figures

11. Redesignation of SP Type Jobs in DDI Career Service

In a recent survey, five positions in DDI Career Services which were filled by DDI careerists were identified as being more appropriately placed in the Personnel Career Service. The incumbents of these five positions have been interviewed and only one indicated a desire to transfer to the Personnel Career Service. One has requested more time to consider her decision and three have expressed a preference for remaining in their present services. In two of the latter cases, the individuals do not plan to remain with the Agency for a full career and want to stay in their present jobs for the duration of their employment; the third expressed a lack of confidence in her ability to perform effectively in

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another component where she did not have the familiarity with the people, policies, and procedures that she has in her present position; while she appears to be performing satisfactorily in her present, junior-level position, we believe her doubts regarding her success in other assignments may be justified and that it is in her interest and ours not to insist on a change.

/s/ Emmett D. Echoles

Emmett D. Echoles
Director of Personnel

Distribution:

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25X1A9a OD/Pers [REDACTED] (15 March 1965)